

July 17, 1998

Dear Carrier:

This Request transmits the Special Filing Instructions (SFI) for the submission of freight rate offers for the General Services Administration's (GSA's) Southwest Distribution Center (SWDC), Fort Worth, TX. Rate offers filed in response to this Request will be in accordance with the terms and conditions of the GSA Standard Tender of Service (STOS), this Request, and its SFI. Please note that in some instances this Request and its SFI will deviate from and will supersede those published in the STOS, General Freight Tender of Service No. 1-F (GSA TOS No. 1-F), supplements and reissues thereto. Rate offers accepted for the SWDC will be for an effective period of November 1, 1998, through October 31, 1999.

Only those common/contract carriers, rail carriers, freight forwarders, and brokers and shippers agents/Intermodal Marketing Companies (including each of their underlying carriers which they represent) who have met the established approval requirements for participation in GSA's Freight Management Program may submit rate offers in accordance with this Request and its SFI. Only those Rate Filing Service Providers who have a valid Trading Partner Agreement on file with GSA's Freight Program Management Office (FPMO) located in Kansas City, MO, and have met all other approval requirements established by GSA can submit rate offers on behalf of approved firms in accordance with Sections 6, 7, and 8 (pages 5, 11, and 17) of this Request and its SFI. Rate Filing Service Providers are firms which offer to those approved to participate in GSA's Freight Management Program the service of submitting to GSA electronic rate offers in accordance with this Request and its SFI. Only those Tariff Publishing Agents who have a valid Trading Partner Agreement on file with the FPMO and have met all other approval requirements established by GSA may act as a Tariff Publishing Agent on behalf of approved firms.

Please note the following significant items:

1. All previously accepted SWDC rate offers, both electronic and paper, automatically expire on October 31, 1998; consequently, it is **imperative** that all firms submit new rate offers in accordance with this Request and its SFI for rates effective November 1, 1998;

2. Please carefully review the Destination Service Area Descriptions identified in Section 6, Paragraph 6-1 of the attached Request and SFI as some of them have changed from the previous Request and SFI dated August 18, 1997;

3. Rate offers previously accepted for the SWDC have been non-alternating. Effective November 1, 1998, rate offers accepted for the SWDC in accordance with this Request and its SFI **WILL** alternate with the general rate offers accepted in accordance with a Request for Offers (RFO) dated February 6, 1998, distributed by the FPMO. Carriers wishing to adjust their general rate offers should do so in accordance with Paragraph 1-2.F.2. of the RFO dated February 6, 1998. This paragraph identifies a Supplemental Filing Period of August 3, 1998, through September 1, 1998, for a rate effective date of November 1, 1998. Carriers should also refer to a letter dated July 16, 1998, distributed by the FPMO, which also deals with this topic of alternation;

4. If you have filed electronic rate offers with the FPMO for general traffic in the past, please pay close attention to the changes made in the header and rate record layouts for submission of rate offers, both electronic and paper, for the SWDC. Upon review of the changes you will note that a separate rate offer

must be submitted for each Destination Service Area. As result, one rate offer would consist of **one** A1 or A2/A3 header record and either **one** C2, C3, or C4 rate record. These changes were necessary due to the uniqueness of requesting rate offers based on destination service areas as opposed to a state to state application. Rate offers submitted which do not meet the format requirements for electronic and paper submissions will automatically be rejected;

5. If you are a current subscriber to the ITMS CD-ROM and intend to use its capabilities for creation and submission of your rate offer for the identified SWDC traffic, you will need to contact the FPMO to request an updated version of ITMS. Your current ITMS CD does not incorporate the changes in the Destination Service Areas and the switch from the SWDC rate offers being alternating versus non-alternating. To obtain an updated version of ITMS, please contact either Robyn Bennett or Cindy Schardt at (816) 823-3646 or e-mail at internet robyn.bennett@gsa.gov or cindy.schardt@gsa.gov, respectively. If you do not intend to utilize the capabilities of ITMS to create and submit your SWDC rate offers, you will not need to obtain a new version of ITMS as nothing else has been changed from you current version except for the formatting requirements for the SWDC;

6. Truckload rate offers **MUST** be submitted as a stated minimum charge per vehicle used and a cost in cents per mile per vehicle used (C3 or C4 rate record). Rate offers submitted as a percentage of the Truckload rates identified in the GSA Baseline Rate Table Publication 1000-D will be rejected;

7. All rate offers submitted in response to this Request and its SFI which contain seven (7) or more C2, C3, C4 rate records **MUST** be submitted to GSA electronically in accordance with Sections 6, 7, and 8 (pages 5, 11, and 17) - **NO PAPER RATE OFFERS** will be accepted for the rate offers identified above; and

8. Although it is preferable that all rate offers be submitted electronically, rate offers will be accepted via paper in accordance with Sections 6 and 9 (pages 5 and 18) for those firms submitting rate offers which contain six (6) or less C2, C3, or C4 rate records. Those firms submitting paper rate offers should clearly mark "SWDC/Tender" on the envelope and send to the following address:

General Services Administration
Attn: Felicia Rogers
Travel and Transportation Management Division (4FT)
401 West Peachtree Street, Suite 2600
Atlanta, GA 30365-2550

If paper rate offers are sent by a means other than the U.S. Postal Service, the Zip Code is 30308-3510.

If you have any questions regarding this Request, its SFI, or the STOS, please contact Felicia Rogers of GSA's Southeast Zone Office at (404) 331-5121 or e-mail at internet felicia.rogers@gsa.gov. Questions dealing with the submission of electronic rate offers should be directed to either Robyn Bennett or Cindy Schardt at (816) 823-3646 or e-mail at internet robyn.bennett@gsa.gov or cindy.schardt@gsa.gov, respectively.

Sincerely,

Debbie Harms, Acting Branch Chief
Transportation Management Branch (6FBX)
Federal Supply Service Customer Operations Division

Enclosure